

Ground Rules for Meetings

This suggested list includes:

- Start on time
- Develop and review agenda
- Conduct one piece of business at a time
- Participation is a right, and responsibility
- Communicate authentically
- Conduct group business in front of group
- Develop alternative approaches to solutions of a problem
- Test for readiness to make decision
- Make a decision
- Assign follow-up action and responsibilities
- Summarize what has been accomplished
- End on time
- Meeting agenda for next meeting will be set at end of meeting and distributed in meetings
- The role of meeting facilitator, scribe, timekeeper, recorder and process check will revolve among steering committee members
- Use consistent meeting note format

Source: Arbuckle, M.A. & Murray, L.B.. (1989). *Building Systems for Professional Growth: An Action Guide*. Andover, MA: Regional Laboratory for Educational Improvement of the Northeast and Islands and the Maine Department of Education and Cultural Services. *Permission to reprint excerpts granted by Learning Innovations, a Division of WestEd, formerly the Regional Laboratory for Educational Improvement of the Northeast and Islands.*